## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1099
Page 1 of 2

Agency

## **Kent County**

## Division/Unit Parks and Recreation

	Kent County Parks an	Parks and Recreation				
Item No.	Description	Retention				
· 1	Employee Files					
	Contains all employment, personal information and timesheets for current and previous employees.	Retain for one (1) year after termination of employment then forward to Human Resources which is the office of record.				
2	Child Care Forms					
	Contains after school, summer camp, playground, and leaders club registration forms, waivers, health history forms, payment information, and attendance records.	Retain attendance and payment information for five (5) years then destroy. Retain all other information until start of next session then screen and destroy information which ceases to have administrative value.				
3	Rental Contracts					
	Contains contracts with facility rental payment information, renters' addresses and phone numbers.	Retain for one (1) year then destroy.				
4	Recommendations for Employment Memo					
	Contains recommendations to Kent County Commissioners with pay rates.	Retain for five (5) years then destroy. Human Resources is office of record.				
	Approved by Department, Agency, Schedule Authorized by Sta	ate Archivist				
	Representative.  /02/09  Date    Value   Value					
Signature	Muya Sobelle	_				
Typed Nar	neMyra Butler Signature	la Joseph				
Title	Director					
D00 55						

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1099

Page 2 of 2

Agency

Division/Unit

Kent County

Parks and Recreation

Item No.	Description	Retention
5	Employment Applications for Seasonal Employment that were not hired	
	Contains applications for positions at Parks and Recreation. These applications include social security numbers, work history, and other personal information.	Retain for one (1) year from date of application then move to inactive file. Retain inactive file for five (5) years then destroy.
6	Tax Letters for Child Care Services	
	Contains letters stating how much participants paid for childcare programs for one year.	Retain for five (5) years then destroy.

Instructions –Type or Print a separate form for	DEPARTMENT OF C	GENERAL SERVICE	S AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)					
with Necolds Neterition Schedule (DGS 550-1)		oad, P.O. Box 275	PAGE 1 OF 1		
		ryland 20794 99-1930	PAGE 1 OF 1		
1. Department/Agency	2. Division		3. Unit		
Kent County			Parks and Recreation		
DEFINITION - RECORD SERIES: A group of relate	d records normally filed and	used as a unit for refe	erence as well as retention and disposition purposes.		
4. Record Series Title	a rosoras riormany mod and t	asea as a arm for rea	5. Earliest Year/Latest Year		
Previous Employee Files					
			to 2009		
6. Record Series Description (Briefly describe the types of information/docu	uments/forms found in the series. Include	the purpose or function of the	Series.)		
All Employment and Personal Information	and timesheets.				
		•			
7. Record Series Format(s) List all	8. Record Series Sequenc	e	9. Volume		
			x File Drawer(s)		
			Microfilm Reel(s)		
X Letter Size Microfilm	x Alphabet	ical	• MICIONIT (481(5)		
Legal Size     Computer Tape	Numerical		2 • Computer Tape(s)		
Company rape			Number		
Audio Tape     Floppy Disk	Chronological		Other (specify)		
Bound Book     Video Tape	Geographical				
Other (specify)	Other (specify) E	Each program has it's own	10. Annual Accumulation File Drawer(s)		
	binder		Microfilm Reel(s)		
			00		
			90 • Computer Tape(s)  Number		
			Other (specify) Folders		
11. File is Used		12. File Becomes Inac			
Daily Weekly Monthly X Ann	nually	1	· Month(s) X Year(s)		
		Number			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Dup	licated Elsewhere? (If yes, specify agency or office.)		
Storage Room					
		X Yes No			
		Our human resources department has all originals			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
		V State			
· no x Yes		X State x Federal X Independent			
Files are under lock and key		Human Resources has a Maintenance form for all of these			
17. Is an Index System used? If yes, explain briefly and describe require	rements	18. Recommended Retention			
		If staff member is not employed for 12 months the file will be forwarded to			
- Yes X NO		Human Resources.			
		Ш	T		
Name and Title of Preparer     Stacy Denny, Office Assistant	20. Telephone Number	•	21. Date		
Myra Butler, Director VA v Ala	410-778-194	8	10/20/09		

Instructions Type of Drink a server to force (	DEDARTMENT OF O	SENEDAL SEDVICES		AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for	ENERAL SERVICES	>			
each new or revised record series. Forward	RECORDS MANAC				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 1 OF 1	
	Jessup, Maryland 20794 410-799-1930			TAGE 1 OF 1	
Department/Agency	2. Division			3. Unit	
Kent County				Parks and Recreation	
Kent County				Parks and Recreation	
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed and u	sed as a unit for refe	ľ		
4. Record Series Title			5. Earliest	Year/Latest Year	
Current Employee Files		to 2009			
		10 2000			
6. Record Series Description (Briefly describe the types of information/doc		ne purpose or function of the s	series.)		
All Employment and Personal Informatio	n and timesheets.				
7. Record Series Format(s) List all	8. Record Series Sequence	3	9. Volume		
				x File Drawer(s)	
VI -44 0:	y Alababati	I		Microfilm Reel(s)	
X Letter Size • Microfilm	x Alphabeti	cai	2		
Legal Size     Computer Tape	Numerical		Computer Tape(s)		
◆ Audio Tape         • Floppy Disk	Chronological		Number Other (specify)		
·					
Bound Book     Video Tape	Geographical		10, Annual	Accumulation	
Other (specify)	Other (specify) Eabinder	ch program has it's own File Drawer(s)		File Drawer(s)	
	5/1551			Microfilm Reel(s)	
			25_	Computer Tape(s)	
		Number			
				Other (specify) Folders	
11. File is Used		12. File Becomes Inac	tive After		
Daily X Weekly • Monthly Annu	ally	1 • Month(s) x Year(s)			
		Number			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Storage Room		X Yes No			
		Our human resources department has all originals			
	Our numarriesources department has all originals				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements				
. Yes x Yes	X State x Federal X Independent				
	Human Resources has a Maintenance form for all of these.				
Files are under Lock and Key	,				
17. Is an Index System used? If yes, explain briefly and describe requ	18. Recommended Retention				
• Yes X No	If staff member is not employed for 12 months the file will be forwarded to				
7 110	Human Resources.				
19. Name and Title of Preparer	20. Telephone Number		21. Date		
Stacy Denny, Office Assistant	8	10/20	1/09		
Myra Butler, Director MWX & SBUU	J	10/20	nua		

Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG	SEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro					
The state of the s		yland 20794		PAGE 1 OF 1		
		9-1930		.,		
Department/Agency	2. Division			3. Unit		
Kent County				Parks and Recreation		
DEFINITION - RECORD SERIES: A group of related	I records normally filed and u	sed as a unit for referer	nce as we	ell as retention and disposition purposes.		
4. Record Series Title	Transfer training in the direct	5. Earliest Year/Latest Year				
Child Care Forms		00051 0000				
		2005 to 2009				
Record Series Description (Briefly describe the types of information/docur	nontelforms found in the carios. Include the	no purpose or function of the serie	20.)			
Afterschool, Summer Camp, Playground,			•	Ith History Forms, Dayment		
	Leaders Club, Registra	mon Forms, waive	15, 1164	in History Forms, Fayment		
Information, and Attendance Records.						
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume	3		
				x File Drawer(s)		
				11 110 014401(3)		
X Letter Size • Microfilm	•X Alphabetical (	registration and	1	Microfilm Reel(s)		
X Letter Size • Microfilm	payment forms only)	J. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2.				
Legal Size     Computer Tape	payment terms cmy,		_1_	Computer Tape(s)		
	Numerical		Number	Other (energifu)		
Audio Tape     Floppy Disk	• X Chronological	attendance sheets		Other (specify)		
Bound Book	only	attendance sneets				
Other (specify)	Only		10. Annu	al Accumulation		
	Geographical			X File Drawer(s)		
	• Other (specify)	Current programs		Microfilm Reel(s)		
		) Current programs				
	are kept in separate b		Number	Computer Tape(s)		
	previous years progra			Other (specify)		
	folders in a filing cabir	iet.				
11. File is Used		12. File Becomes Inactive	After			
Seasonally						
,		1 • Month(s) X Year(s)				
Daily • Weekly • Monthly Annually		Number				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicat	ted Elsewhere	? (If yes, specify agency or office.)		
In the office						
		• Yes	x N	D		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
• Yes X NO	x None • State • Federal • Independent					
17. Is an Index System used? If yes, explain briefly and describe require	ements	10 0				
		18. Recommended Retention				
• Yes X NO	Keep all information until start of next session. Keep Attendance and payment information for 5 years and shred everything else.					
		intormation for 5 yea	irs and sh	rea everytning eise.		
19. Name and Title of Preparer	21. Date					
Stacy Denny, Office Assistant						
Myra Butler, Director Myo. 5 Box	10/19/09					
DGS 550-4 (Rev. 1/93)			<u> </u>			

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions -Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGEMENT DIVISION with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 1 OF 1 Jessup, Maryland 20794 410-799-1930 2. Division 1. Department/Agency **Kent County** Parks and Recreation DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year **Rental Contracts** 2007 to 2009 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contracts with Facility Rental payment, information, Renters addresses, and phone numbers. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume File Drawer(s) Microfilm Reel(s) Alphabetical X Letter Size Microfilm 3\_\_\_ Computer Tape(s) Numerical • Legal Size Computer Tape Chronological X Other (specify) Binders Audio Tape • Floppy Disk Geographical Bound Book Video Tape 10. Annual Accumulation x Other (specify) · Other (specify)\_ File Drawers Microfilm Reel(s) Organized by Park \_\_1\_\_ • Computer Tape(s) Number X Other (specify) Binder 11. File is Used File Becomes Inactive After x Daily x Year(s) Weekly Monthly X Annually Month(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 13. Current Location(s) (Bldg., Floor, Room) Office X No Yes Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements x No x None • Yes State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Keep for 1 year and the Shred x No Yes 21. Date 19. Name and Title of Preparer 20. Telephone Number Stacy Denny, Office Assistant 7/20/09 Mya sbuta Myra Butler, Director

Instructions –Type or Print a separate form for	form for DEPARTMENT OF GENERAL SER			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GEMENT DIVI	SION	PAGE 1 OF 1		
Department/Agency	2. Division			3. Unit		
Kent County				Parks and Recreation		
DEFINITION - RECORD SERIES: A group of relation purposes.	ed records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Y	ear/Latest Year		
Recommendations for Employment Men	10	8/26/06 to 2009				
6. Record Series Description (Briefly describe the types of information/doc	curnents/forms found in the series.	Include the purpose of	or function of th	e series.)		
Recommendations to Kent County Com	missioners with pay	rates.				
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	-		
				x File		
X Letter Size • Microfilm	Alphabetic	cal		Microfilm Reel(s)		
Legal Size     Computer Tape	Numerical		_1	Computer Tape(s)		
Audio Tape     Floppy Disk	X Chr	onological	Number	Other (specify)		
Bound Book     Video Tape	Geograph	ical				
			10. Annual	Accumulation		
Other (specify)				X File		
				Microfilm Reel(s)		
			1_	Computer Tape(s)		
			Number	Other (specify)		
11. File is Used	12. File Becomes Inactive After					
• Daily • Weekly • Monthly X An	5 • Month(s) x Year(s)					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
In the office		X Yes No				
		Human Resources Department has originals				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
X Yes №	State Federal X Independent					
Human Resources has them under Lock	State Federal X Independent  Human Resources has a maintenance form for this.					
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17. Is an Index System used? If yes, explain briefly and describe requ	18. Recommended Retention					
- <sub>Yes</sub> x No		Keep for 5 y	years and	then Shred.		
19. Name and Title of Preparer	20. Telephone N	umber	21. Date			
Stacy Denny, Office Assistant Myra Butler, Director	-1948	10/20	/09			
iniyia buller, Director						

Instructions –Type or Print a separate form for each	e form for each DEPARTMENT OF G			ES	AGENCY RECORDS INVENTORY	
new or revised record series. Forward with Records		ECORDS MANAG				
Retention Schedule (DGS 550-1)		7275 Waterloo Ro				
Note in Concession (200 cost 1)		Jessup, Man	,		PAGE 1 OF 1	
		410-799				
Department/Agency	2. Division				3. Unit	
Kent County				Parks and Recreation		
DEFINITION - RECORD SERIES: A group of related rec	cords norm	nally filed and used	as a unit for refer			
4. Record Series Title	4 4		tura a	5. Earlies	st Year/Latest Year	
Employment Applications for Seasonal Empl	oyment t	tnat were not n	4/01/09 to 2009			
6. Record Series Description (Briefly describe the types of information/documents.	/forms found in	the series. Include the pu	rpose or function of the se	ries.)		
Applications for positions at Parks and Recre	eation. T	hese application	ons include so	cial sec	curity numbers, work history, and other	
personal information.						
•						
7 Pound Sodie Formation 1999		B Board Onto Co		0.454.5		
7. Record Series Format(s) List all		8. Record Series Seque	ence	9. Volum	x Folder(s)	
				1	x Folder(s)	
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A Letter Size • Microfilm		A Alphabi	Stical	6	Computer Tape(s)	
Legal Size     Computer Tape		Numerical		Number	August 180	
Audio Tape     Floppy Disk		Chronological			Other (specify)	
· · · · · · · · · · · · · · · · · · ·		Geographical		40. 4		
Bound Book     Video Tape		Geographical	10.		al Accumulation File Drawer(s)	
Other (specify)		<ul> <li>Other (specify)</li> <li>own binder</li> </ul>	) Each program has it's		Microfilm Reel(s)	
				1	Computer Tape(s)	
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11. File is Used		<u> </u>	12. File Becomes I	nactive After		
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13. Current Location(s) (Bldg., Floor, Room)			14 Is Record Series I	Duplicated E	Isewhere? (If yes, specify agency or office.)	
Office filing cabinet					(,,, <u>.</u>	
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15 Acress Destrictions /// Vac aits Lawles & Descriptions/s			16. Audit Requirements			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			to. Addit Requiren	normo		
• no x Yes	₊₀₀ x Yes			Stat	e Federal Independent	
Files are under Lock and Key						
,						
17. Is an Index System used? If yes, explain briefly and describe requirement	ts		10 -			
is an mack dystem about it you, explain briefly and describe requirements			18. Recommended Retention			
• yes x No			If applicant is not employed within 12 months the application will be placed in another file. After 5 years the application will be shredded.			
			in anomer me.	ог о у	and the appropriate this be discussed.	
			<u> </u>	T		
19. Name and Title of Preparer  20. Telephone Numb						
Stacy Denny, Office Assistant  Myra Butler, Director Wy Special 410-77			1948 10/20/09			
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DGS 550-4 (Rev. 1/93)

				AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	GENERAL SERVICES AGEMENT DIVISION		AGENTI REGUNDO INVENTURI			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro Jessup, Mar	oad, P.O. Box 275		PAGE 1 OF 1		
Department/Agency	2. Division			3. Unit		
Kent County				Parks and Recreation		
DEFINITION - RECORD SERIES: A group of relate  4. Record Series Title	ed records normally filed	and used as a		ference as well as retention and disposition purposes. Year/Latest Year		
Tax letters for child care services			2007 to 2009			
6. Record Series Description (Briefly describe the types of information/doc						
Letters stating how much participants	s paid for childcare	programs	tor one	e year.		
7. Record Series Format(s) List all	8. Record Series S	Gequence	9. Volume	File Drawer(s)		
	<ul> <li>Alphabetica</li> </ul>	d		Microfilm Reel(s)		
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				Computer Tape(s)  Number		
				x Other (specify) Folder		
11. File is Used		12. File Becomes Inactive After				
• Daily • Weekly • Monthly X An	1 • Month(s) x Year(s)					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
In the office		• Yes X NO				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements					
• Yes X No	x None • State • Federal • Independent					
17. Is an Index System used? If yes, explain briefly and describe requ	18. Recommended Retention					
• Yes X No	Keep for 5 years and then Shred.					
19. Name and Title of Preparer Stacy Denny, Office Assistant Myra Butler, Director	  -1948	21. Date 10/20	1/09			